



Add District/School Attendance Center Information Menu School Year 2006-2007

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New Attendance Centers

STEP #1: Data is required for each attendance center before continuing to other menus. Highlight a specific attendance center row and choose the option of **"Edit Attendance Center Info"** to add or edit data.

DistYear
32002 Pierre School District 32-2
2005

DOE

"Add District/
School
Information"
menu

- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Authority to Act
- Add District/School Info
- Add Bus Driver Inform
- Check Graduation Info
- Contracted SPED Per
- Long Term Substitute
- Qualifications-Assign
- Personnel Record For

District Attendance Center Information

Highlight a specific attendance center row and choose the option of "Edit Attendance Center Info" button.

Attendance Center	Grade Span	Weekly FTE	Qtr/Tm
00 System Wide	EC-12	2400	Q
01 T F Riggs Hi Sch	09-12	1965	Q
02 Georgia Morse Middle Sch	06-08	1975	Q
03 Buchanan Elem	KG-05	1650	Q
04 Washington Elem	KG-05	1650	Q
06 Jefferson Elem	PK-05	1650	Q
07 McKinley Elem	KG-05	1650	Q
12 Raber Elem	KG-08	1650	Q

#1 Highlight a specific attendance center row.

#2 Choose the option of "Edit Attendance Center Info".

Data is required for each attendance center before continuing to other menus.

Edit Attendance Center Info
Done
Print district school information report

Step #2: The data you encode to the Attendance Center Information screen calculates the full-time equivalency for each personnel record assigned to this attendance center.

1. Enter in the attendance center information:

a). Enter the average weekly minutes.

b.) Select the school term type.

c.) This option is not necessary for completing the attendance center data but can save you time. Select "Add Time Option" to enter your time options and you will get to step #3 or be sure to click on "Save ALL".

Be sure to click on "Save ALL" as you complete each attendance center.

Change District and Authority To Act
District Bus Drivers
Revoked Bus Driver L
Cert/Cred
CIP Program
Correspondence
District Information
Authority to Act
Add District/School Info
Add Bus Driver Inform
Check Graduation Info
Contracted SPED Per
Long Term Substitute
Qualifications-Assign
Personnel Record For
Other School Person
Paraprofessionals
Teacher Vacancy
Assurance Statement
Individual Infor
District Address
Math/Science Assign

DistYear: 32002 Pierre School District 32-2 2005

Attendance Center Information
Attendance Center: 01 - T T Higgs Hi Sch
Grade Span: 09 - 12

Average Weekly Minutes: 1965 (Enter the average)

School Term Type: Q (Select a term type)

Highlight a specific time option row and choose the option of "Edit Time Option"

Time Option	Total We
1	281
2	561
3	842
4	1123
5	1404
6	1684
7	1965

Time options are NOT required for completing the attendance center data but can save you time if you setup some common minutes for class periods.

Print Report: By Staff Person
Print Report: Total FTE By Attendance Center
Print Report: Time Options Used on Personnel Records

Add Time Option Edit Time Option Delete Time Option Cancel Save All

Need clarification, call at 773-4638.

a) Enter the "Average Weekly Minutes" which is defined as the minutes per week of instructional time that are calculated one of the following ways depending on the attendance center (be sure to include passing time):

1) Example: How to calculate **Elementary** "Average Weekly Minutes" = 1650 minutes per week

Grade	Elementary Morning Bell Schedule	Afternoon Bell Schedule	Total Minutes per grade per day	Recesses	Lunch	Total Intermissions per day	Total Minutes per week per grade
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FORMULAS:						(Recesses + Lunch)	(Total Minutes per grade per day - Total Intermissions per day) x 5 days per week
*K	8:15-10:55	12:15-2:55	400	30	80	110	1450
1	8:15-11:25	12:20-2:55	400	30	55	85	(400 - 85) x 5 = 1575
2	8:15-11:25	12:20-2:55	400	30	55	85	1575
3	8:15-11:35	12:20-2:55	400	30	45	75	1625
4	8:15-11:50	12:35-3:05	410	25	45	70	1700
5	8:15-11:50	12:35-3:05	410	25	45	70	1700
6	8:15-11:50	12:35-3:05	410	20	45	65	1725
AVERAGE:						75	1650
FORMULA:							(1575+1575+1625+1700+1700+1725)/6 = 1650

*Do not include Kindergarten in your calculations.

- 2) Example: How to calculate **Middle School/Junior High** "Average Weekly Minutes" = 1975 minutes per week.

Period	Bell Schedule	Total Minutes per period	Total Minutes per week
Period 1	8:00-8:50	54	270
Period 2	8:54-9:39	49	245
Period 3	9:43-10:28	49	245
Period 4	10:32-11:17	49	245
Period 5A	11:21-11:43	25	125
Period 5B	11:46-12:08	25	125
Period 5C	12:11-12:33	26	130
Period 6	12:37-1:22	49	245
Period 7	1:26-2:11	49	245
Period 8	2:15-3:00	45	225
<hr/>			
395/8 = 49.4 minutes per period			1975

((7 hours * 60 minutes per hour) - 25 minutes for lunch) * 5 days per week) = 1975

- 3) Example: How to calculate **High School** "Average Weekly Minutes" = 1965 minutes per week.

Period	Bell Schedule	Total Minutes per period	Total Minutes per Week
Period 1	7:45-8:35	54	270
Period 2	8:39-9:44	69	345
Period 3	9:48-10:38	54	270
Period 4	10:42-11:32	54	270
Period 5A	11:36-12:01	29	145
Period 5B	12:05-12:30	29	145
Period 5C	12:34-12:59	29	145
Period 6	1:03-1:53	54	270
Period 7	1:57-2:47	50	250
<hr/>			
393/7 = 56.1 minutes per period			1965

((7 hours * 60 minutes per hour) + 2 minutes - 29 minutes for lunch) * 5 days per week = 1965

- 4) Example: How to calculate a **System Wide (EX: Attendance center # is 00)** for Administrators and School Service Specialist "Average Weekly Minutes" = 2400 minutes per week
 ((8 hours * 60 minutes per hour) * 5 days per week) = 2400 Total Minutes per week

- b) Select "**Q**" for Quarters and "**T**" for Trimesters.
 c) This option is not necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods. Otherwise, you will have to manually encode minutes for each class assignment in the personnel record forms. Select "**Add Time Option**" to enter your Time options and you will get to step #3.

STEP #3: Time Option Information

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DOE
 Test

Actions
 Change District and
 Authority To Act
 District Bus Drivers
 Revoked Bus Driver L
 Cert/Cred
 CIP Program
 Correspondence
 District Information
 Authority to Act
 Add District/School Inf

Time Option Information

Time Option Number
 (An assigned identifier for this time option.)

Total Weekly Minutes
 (Total minutes assigned to this time option.)

Print Report: Time Options Used on Person

Cancel Save

Please be sure to click the "Save" button as you complete each time option.

- The Time Option Number will automatically be selected but if you want to select a different one you can select from the drop down box.
- Enter the "**Total Weekly Minutes**" which is defined as total time in minutes a class is taught per week and is calculated in one of the following ways depending on the attendance center:

a) Example: How to calculate the **High School** Time Options Weekly Class Minutes

1) Divide the weekly class minutes between the number of periods at the high school.

Time Options	Comment	Total Weekly Minutes	Formula	
1	1 period	281	1965/7	
2	2 periods	561	(1965/7)*2	
3	3 periods	842	(1965/7)*3	
4	4 periods	1123	etc...	
5	5 periods	1404		
6	6 periods	1684		
7	7 periods	1965		
8	Assigned a duty	0		

Approximately 56 minutes per period (281/5 = 56.2)

b) Example: How to calculate the **Junior High/Middle School** Time Options Weekly Class Minutes

1) Divide the weekly class minutes between the number of periods at the junior high/middle school

Time Options	Comment	Total Weekly Minutes	Formula	
1	1 period	247	(1975/8)	
2	2 periods	494	(1975/8)*2	
3	3 periods	741	(1975/8)*3	
4	4 periods	988	Etc...	
5	5 periods	1234		
6	6 periods	1481		
7	7 periods	1728		
8	8 periods	1975		
9	Assigned a duty	0		

Approximately 50 minutes per period (247/5 = 49.4)

- c) Example: How to calculate the **Elementary School** Time Options Weekly Class Minutes
 1) Divide the weekly class minutes between a full time, part time, or departmentalized staff.

Time Options	Total Weekly Minutes	Formula
1	1650	Full day teacher
2	825	1/2 day teacher
3	0	Assigned a duty

- d) Example: How to calculate the **Administrative and School Service Specialist** Time Options Weekly Class Minutes

- 1) Divide the weekly class minutes between a full time and part time staff.

Time Options	Total Weekly Minutes	Formula
1	2400	Full day
2	1200	1/2 day
3	0	Assigned a duty

3. Please be sure to click the "Save" button as you complete each time option.
 4. Continue with the above steps to add another time option.

STEP #4: Please be sure to click the "Save all" button as you complete each attendance center!

DistYear: 32002 Pierre School District 32-2 2005

DOE
Test

Attendance Center Information
 Attendance Center: 01 - T T Higgs Hi Sch
 Grade Span: 09 - 12

Actions
 Change District and Authority To Act
 District Bus Drivers
 Revoked Bus Driver License
 Cert/Cred
 CIP Program
 Correspondence
 District Information
 Authority to Act
 Add District/School Info
 Add Bus Driver Information
 Check Graduation Info
 Contracted SPED Personnel
 Long Term Substitute
 Qualifications-Assign
 Personnel Record For Other School Personnel
 Paraprofessionals
 Teacher Vacancy
 Assurance Statement
 Individual Info
 District Address
 Math/Science Assign
 Paraprofessional Scl

Average Weekly Minutes: 1965 (Enter the average minutes per week of instructional time)

School Term Type: Q (Select Q for quarters/semesters or T for trimesters)

Highlight a specific time option row and choose the option of "Edit Time Option"

Time Option	Total Weekly Minutes
1	281
2	561
3	842
4	1123
5	1404
6	1684
7	1965

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

IMPORTANT: If you are changing your school term type, average weekly minutes or time options, you must make changes manually if you contact DOE

Be sure to click on "Save ALL" as you complete each attendance center.

Print Report: Person
 Print Report: Total FTE Attendance Center
 Print Report: Time Options Used Personnel Records

Add Time Option Edit Time Option Delete Time Option Cancel Save All

STEP #5: Continue with the above steps for each attendance center. To check if you are finished, click on the "Done" button and make correction to any attendance centers that show up as an error.

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

Actions

- Change District and Authority To Act
- District Bus Drivers
- Revoked Bus Driver
- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Authority to Act
- Add District/School Info
- Add Bus Driver Inform
- Check Graduation Info
- Contracted SPED Per
- Qualifications-Assign
- Personnel Record For
- Other School Person
- Teacher Vacancy
- Assurance Statement
- Individual Infor

District Attendance Center Information

Highlight a specific attendance center row and choose the option of "Edit Attendance Center Info" button.

Attendance Center	Grade Span	Weekly FTE	Qtr/Tm
00 System Wide	KG-12	2400	Q
01 T F Riggs Hi Sch	09-12	1965	Q
02 Georgia Morse Middle Sch	06-08		
03 Buchanan Elem	KG-05		
04 Washington Elem	KG-05		
06 Jefferson Elem	KG-05		
07 McKinley Elem	KG-05		Q
12 Raber Elem	KG-08	1800	Q

#1 Click on the "Done" button.

Data is required for each attendance center before continuing to other menus.

View Attendance Center Info Done

Print Report: District School Information

DistYear: 32002 Pierre School

DOE Test

Actions

- Change District and Authority To Act
- District Bus Drivers
- Revoked Bus Driver

Check Attendance Centers for completion

Attendance Center Number	Attendance Center Name
00	System Wide

The above attendance centers do not have weekly minutes encoded.

To edit the data for these attendance centers, please return to the "Add District/School Information" menu.

If attendance centers are listed, complete the data for these attendance centers. Otherwise, data is complete under the "Add District/School Information" menu.

Running a Report

STEP #1: If you want a hard copy of the data you entered, click on the "Report: District/School Information" button and print the report.

DistYear
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2005

DOE

Test

Actions

- Change District and \
- Authority To Act
- District Bus Drivers
- Revoked Bus Driver L
- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Authority to Act
- Add District/School Inf
- Add Bus Driver Inform
- Check Graduation Info
- Contracted SPED Per
- Qualifications-Assign
- Personnel Record For
- Other School Personn
- Teacher Vacancy
- Assurance Statement

District Attendance Center Information

Highlight a specific attendance center row and choose the option of "Edit Attendance Center Info" button.

Attendance Center	Grade Span	Weekly FTE	Qtr/Trm
00 System Wide	KG-12	0	Q
01 T F Riggs Hi Sch	09-12	1965	Q
02 Georgia Morse Middle Sch	06-08	1975	Q
03 Buchanan Elem	KG-05	1650	Q
04 Washington Elem			
06 Jefferson Elem			
07 McKinley Elem			
12 Raber Elem	KG-08		Q

#1 Click on the "Report: District/School Information" button

Data is required for each attendance center before continuing to other

View Attendance Center Info
Done
Print Report: District School Information

Crystal Report Viewer - Microsoft Internet Explorer provided by State of South Dakota

#2 Click on the icon that looks like a printer.

TIP: If you click on the district number you can select a specific attendance center.

#3 Make sure the print range says "All".

#4 Click on "Print".

ATTENDANCE CENTER

SCHOOL INFORMATION

School Year 2004-2005

Attendance Center	Average Weekly Minutes	School Term Type	Time Option	Total Weekly Minutes
00 System Wide	0	Q		
	1,965	Q	1	281
			2	561
			3	842
			4	1,123
			5	1,404
			6	1,684
			7	1,965
			8	0
		Q	1	247
			2	494
			3	741

Print

General

Select Printer

Add Printer

Status: Ready
Location: DECA-3F KNEIP
Comment: HP LaserJet 4200 (old Printer 23)

Page Range

☒ All
☐ Selection
☐ Current Page

Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

☒ Collate

Print

Cancel

Modifying Attendance Centers

CHANGE IN SCHOOL TERM TYPE:

BEFORE: Example of personnel record form before the school term type is modified in the "Add District/School Information" menu.

Dist/Year: 32002 Pierre School District 32-2 2005

DOE Test

Actions

- Change District and Authority To Act
- District Bus Drivers
- Revoked Bus Driver License
- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Authority to Act
- Add District/School Info
- Add Bus Driver Information
- Check Graduation Info
- Contracted SPED Personnel
- Long Term Substitute
- Qualifications-Assign
- Personnel Record
- Other School Personnel
- Paraprofessional
- Teacher Vacancy

Personnel Record Form

Print SSN

Last Name: Nelson-Stastny First Name: Jantina Middle Name: J

No Longer Employed: Choose: Date of Birth: 8/4/1970

Reporting Type: T - Teacher Ethnicity: WH Gender: F

Total Instruct Salary: 20000 Total Admin/School Service Specialist Salary: 0

Total Teaching Experience (prior to this school year): 0 Total Admin/School Service Specialist Experience (prior to this school year): 0

Status Code: 1st yr of empl in any school system, in any state, in a position requiring certification.

Personnel Record Completely Updated? ☒ Yes ☐ No Experience Level For HQ Status: New

Total Calculated FTE: 0.71 (This field is calculated from the PRF Assignment Records below) FTE Override: 0

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs Hi Sch	20400	58022	281	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	58023	281	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	58027	842	X	X	X	X				1965

PRF Assignments

NOTICE: This personnel record was encoded to attendance center 01 T.F. Riggs High school last year when it was a quarterly school term type.

STEP #1: In the "Add District/School Information" menu when you update the school term type, you will get the below message. **EXAMPLE OF ATTENDANCE CENTER CHANGING FROM QUARTERLY TO TRIMESTERLY**

"Add District/School Information" menu

32002 Pierre School District

Attendance Center Information
 Attendance Center: 01 - T. Higgins High School
 Grade Span: 09 - 12

Average Weekly Minutes: 1965 (Enter the average minutes per week of instructional time)

School Term Type: T (Select Q for quarters/semesters or T for trimesters)

#1 If an attendance center school term type changes from quarter to trimester or trimester to quarter for the current school year, select the appropriate school term type for that attendance center.

WARNING: All time options will be deleted.

#2 Before you click on "Ok", be sure to run the reports listed below in **STEP #2**. Click on "OK" if you are sure you want to do this.

#3 Add time options.

#4 Be sure to click on "Save All"

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

1	281
2	561
3	842
4	1123
5	1404
6	1684
7	1965

Print Report: By Staff Person
 Print Report: Total FTE By Attendance Center
 Print Report: Time Options Used on Personnel

Add Time Option Edit Time Option Delete Time Option Cancel Save All

STEP #2: Print the "Report: Total FTE By Attendance Center" AND " Report: By Staff Person" so you know which personnel records were encoded to this attendance center and need adjustments made to their personnel record.

#1 Click on icon that looks like a printer.

#2 Make sure the print range says "All".

#3 Click on "Print".

The following personnel records are assigned to attendance center 01 T. F. Riggs High

Name	Social security numbers have been covered up for print in the manual.
00 System Wide	
Champ, Dennis N	1.00
Johnson, Mary E	1.00
Pedersen, John E	0.99
01 T F Riggs Hi Sch	
Brandt, Kelly D	1.00
Brown, Roberta J	1.00
Bryant, Myron D	1.00
Busch, Michael Paul	1.00
Carney, Carol J	1.00
Christensen, Keith O	1.00
Cordell-Kramer, Patricia M	1.01
Dylstra, Jeff J	1.00

Be sure to also print the " Report: By Staff Person" for each person assigned to this attendance center.

#1 Click on the icon that looks like a printer.

TIP: If you click on the district number you can select the personnel assigned to the attendance center that had a change in school term type.

#2 Make sure the print range is set to print only the page for the record with a change in attendance center school term type.

#3 Click on "Print".

* Calculated Assign FTE	T1	T2	T3	Class Minutes	Avg FTE Min/Week
1.00	X	X	X	1,630	1,630

STEP #3: A change from a quarter to trimester OR trimester to quarter school term type requires you to update ALL personnel records for ALL staff encoded to this attendance center.

AFTER: Example of how it changes the personnel records encoded to this attendance center.

DistYear: 32002 Pierre School District 32-2 2005

Personnel Record Form

Print SSN

Last Name: Nelson-Stastny First Name: Jantina Middle Name: J

No Longer Employed: Choose: Date of Birth: 8/4/1970

Reporting Type: T - Teacher Ethnicity: WH Gender: F

Total Instruct Salary: 20000 Total Admin/School Service Specialist Salary: 0

Total Teaching Experience (prior to this school year): 0

Status Code: 1st yr of empl on.

Personnel Record Complete

Total Calculated FTE: 0 FTE Override: 0

NOTICE: The weekly class minutes are changed to 0 for this attendance center.

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs Hi Sch	20400	58022	0								1965
01-T F Riggs Hi Sch	20400	58023	0								1965
01-T F Riggs Hi Sch	20400	58027	0								

PRF Assignments

Add Assignment Edit Assignment Delete Assignment Edit Gender / Ethnicity

NOTICE: The school term type has been deleted

#2 Choose the option of "Edit Assignment" to update the weekly class minutes and school term type for each assignment encoded to this attendance center in the current school year.

STEP #4: Click on the "Edit Assignment" button to update the weekly class minutes and school term type for each assignment encoded to this attendance center.

DistYear: 32002 Pierre School District 32-2 2005

PRF Assignment Information

Attendance Center: 01 - T F Riggs Hi Sch

Position Code: 20400 - High School Teacher

Assignment Code: 58022 - Algebra I

Trimester1 Trimester2 Trimester3

If the special education teacher is the teacher of record for any core academic subject and awards the grade, then check the box.

Total Weekly Minutes: 281

Time Option - Number of Weekly Minute: Manually Enter Weekly Minutes

#2 Enter manual minutes or select a time option.

#1 Click on the appropriate school terms.

#3 Click on "Save".

Cancel Save

STEP #5: Continue with these steps for the next person on the report until ALL records have been updated.

EDITING A TIME OPTION:

BEFORE: Example of personnel record form before you modify the time option. (EX: An attendance center changes from a 7 period day to an 8 period day OR an attendance center changes from a 7 period day to a 6 period day.)

DistYear: 32002 Pierre School District 32-2 2005

Personnel Record Form

Print SSN

Last Name: Nelson-Stastny First Name: Jantina Middle Name: J

No Longer Employed: Choose: Date of Birth: 8/4/1970

Reporting Type: T - Teacher Ethnicity: WH Gender: F

Total Instruct. Salary: 20000 Total Admin/School Service Specialist Salary: 0

Total Teaching Experience (prior to this school year): 0 Total Admin/School Service Specialist Experience (prior to this school year): 0

Status Code: 1st yr of empl in any school system, in any state, in a position requiring certification.

Personnel Record Completely Updated?: Choos Experience Level: New For HQ Status

Total Calculated FTE: 1 (This field is calculated from the PRF Assignment Records below) FTE Override: 0

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs Hi Sch	20400	58022	1123	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	58023	561	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	58027	281	X	X	X	X				1965

PRF Assignments

Add Assignment Edit Assignment

NOTICE: Time Option #2 was 561 minutes, Time Option #4 was 1,123 minutes and a manual entry of 281 minutes was encoded to this personnel record last year.

STEP #1: In the "Add District/School Information" menu when you edit a time option, the program will automatically update all personnel encoded to this attendance center.

EXAMPLE OF ATTENDANCE CENTER CHANGING FROM A 7 PERIOD DAY TO AN 8 PERIOD DAY:

DistYear: 32002 Pierre School District 32-2 2005

Attendance Center Information

Attendance Center: 01 - T F Riggs Hi Sch

Grade Span: 09 - 12

Average Weekly Minutes: 1965 (Enter the average minutes per week of instructional time)

School Term Type: Q (Select Q for 1st Quarter, S for 2nd Quarter, F for 3rd Quarter, 4 for 4th Quarter)

Highlight a specific time option row and choose the option of "Edit Time Option"

Time Option	Total Weekly Minutes
1	281
2	561
3	842
4	1123
5	1404
6	1684
7	1965

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

Add Time Option Edit Time Option Delete Time Option

Print Report: By Staff Person

Print Report: Total FTE By Attendance Center

#1 Highlight each specific time option row.

NOTICE: The time options are set up for a 7 period day

#2 Choose the option of "Edit Time Option" to update total weekly minutes.

STEP #2: Below is the example of a calculation for the time options that need to be created for an 8 period day. Update each time option to reflect the minutes calculated in column 3. You may have to refer to the directions on pages 2-5 for other calculations.

Time Options	Comment	Total Weekly Minutes	Formula
1	1 period	246 minutes	$1965/8$
2	2 periods	491 minutes	$(1965/8)*2$
3	3 periods	737 minutes	$(1965/8)*3$
4	4 periods	983 minutes	$(1965/8)*4$
5	5 periods	1228 minutes	$(1965/8)*5$
6	6 periods	1474 minutes	$(1965/8)*6$
7	7 periods	1719 minutes	$(1965/8)*7$
8	8 periods	1965 minutes	$(1965/8)*8$
9	Assigned a duty	0 minutes	

Approximately 49 minutes per period ($246/5$ days per week = 49.1)

#1 Update the total weekly minutes for each time option.

#2 Before you save the change in time option, print the "Report: Time Options Used on Personnel Records" so you know which personnel records were encoded to this attendance center time option.

#3 Click "OK" to proceed in making this change to time option!

#4 Be sure to click on "Save"

Print the "Report: Time Options Used on Personnel Records" so you know which personnel records were encoded to this attendance center time option.

Crystal Report Viewer - Microsoft Internet Explorer provided by State of South Dakota

Preview
32002

#2a. Click on the icon that looks like a printer.

Time Options Used on Personnel Records

School Year 2003-2004

A change in time option requires you to make sure the full-time equivalency is calculating correctly for each personnel record assigned to that time option.

32002 Pierre School District 32-2

Attendance Center Name	Time Option	Name
00-System Wide	Manually Entered Min.	Champ, Dennis N Johnson, Mary E Pedersen, John E Bryant, Myron D Gill, Robert J Horing, Patrick J Larsen, Kenneth P Peterson, Terry L Vogt, Elizabeth J Brandt, Kelly D Bryant, Myron D Dykstra, Jeff J Gonsor, Jon A Gross, Geoffrey L P Hieb, Joel B Hoover, John C Johnson, Laurence Thomas Johnson, Roger A Joy, Larry D King, Carla J Kurtz, Harvey L McClemens, Patrick Kevin Mickelson, Edward J Nelles, Darlene A Palmer, Todd A Peterson, Sandra L
01-T F Riggs Hi Sch	Manually Entered Min.	

#2b Make sure the print range says "All".

#2c Click on "Print".

The following personnel records are assigned to attendance center 01 T. F. Riggs High School with the time options listed.

Print

General

Select Printer

Add Printer

DEPR1P04 on espr10010

DEPR1P06 on ESPR10010

Status: Ready

Location: D

Comment: H

Page Range

All

Select

Pages:

Enter either a single page number or a single page range. For example, 5-12

Collate

1 2 3

Print

Cancel

STEP #3: Continue with step #2 and until you have all the time options updated

DistYear 32002 Pierre School District 32-2 2005

DOE

Test

Actions

- Change District and Authority To Act
- District Bus Drivers
- Revoked Bus Driver L
- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Authority to Act
- Add District/School Info
- Add Bus Driver Inform
- Check Graduation Info
- Contracted SPED Per
- Long Term Substitute
- Qualifications-Assign
- Personnel Record For
- Other School Person
- Paraprofessionals
- Teacher Vacancy
- Assurance Statement
- Individual Infor
- District Address
- Math/Science Assign

Attendance Center Information

Attendance Center: 01 - T F Riggs Hi Sch

Grade Span: 09 - 12

Average Weekly Minutes: 1965 (Enter the average minutes per week of instructional time)

School Term Type: Q (Select Q for quarters/semesters or T for trimesters)

Highlight a specific time option row and choose the option of "Edit Time Option"

Time Option	Total Weekly Minutes
1	246
2	491
3	737
4	983
5	1228
6	1474
7	1719

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

IMPORTANT: If you are changing your school term type, average weekly minutes or time options, refer to the "District and School Attendance Center" section of your manual before making changes. After reading the manual if you need clarification, contact DOE at 773-4638.

Print Report: By Staff Person

Print Report: Total FTE By Attendance Center

Print Report: Time Options Used on Personnel Records

Add Time Option Edit Time Option Delete Time Option Cancel Save All

STEP #4: A change in time option requires you to make sure the full-time equivalency is calculating correctly for each personnel record.

AFTER: Example of how a change in time options change the personnel records encoded to this attendance center.

DistYear 32002 Pierre School District 32-2 2005

DOE Test

Actions

- Change District and Authority To Act
- District Bus Drivers
- Revoked Bus Driver License
- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Authority to Act
- Add District/School Info
- Add Bus Driver Information
- Check Graduation Info
- Contracted SPED Personnel
- Long Term Substitute
- Qualifications-Assign
- Personnel Record Form
- Other School Personnel
- Paraprofessionals
- Teacher Vacancy

Personnel Record Form

Print SSN

Last Name Nelson-Stastny First Name Jantina Middle Name J

No Longer Employed Choose: Date of Birth

Reporting Type T - Teacher Ethnicity

Total Instruct. Salary 20000 Total Admin/School Service Specialist Salary

Total Teaching Experience (prior to this school year) 0 Total Admin/School Service Specialist Experience (prior to this school year)

Status Code 1st yr of empl in any school system, in any state, in a position requiring a license

Personnel Record Completely Updated? Yes

Total Calculated FTE 0.89 (This field is calculated from the PRF Assignment Records below)

For HQ Status

FTE Override 0

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs Hi Sch	20400	58022	983	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	58023	491	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	58027	281	X	X	X	X				1965

PRF Assignments

Add Assignment

NOTICE: An adjustment in the weekly class minutes changes the calculation of the full-time equivalency so adjustments need to be made to get a 1.00 full-time equivalency.

NOTICE: Time option # 4 was 1,123 minutes and now is 983 minutes. Time option #2 was 561 minutes and now is 491 minutes. The manual minutes of 281 stayed the same.

STEP #5: Continue with these steps for the next person on the report until ALL records have been updated.

DELETING A TIME OPTION

BEFORE: Example of a personnel record form before a time option is deleted.

DistYear 32002 Pierre School District 32-2 2005

DOE Test

Actions

- Correspondence
- District Information
- Authority to Act
- Add District/School Info
- Add Bus Driver Information
- Check Graduation Info
- Contracted SPED Personnel
- Long Term Substitute
- Qualifications-Assign
- Personnel Record Form
- Other School Personnel
- Paraprofessionals
- Teacher Vacancy

Personnel Record Form

Print SSN

Last Name Nelson-Stastny First Name Jantina Middle Name J

No Longer Employed Choose: Date of Birth 8/4/1970

Reporting Type T - Teacher Ethnicity WH Gender F

Total Instruct. Salary 20000 Total Admin/School Service Specialist Salary 0

Total Teaching Experience (prior to this school year) 0 Total Admin/School Service Specialist Experience (prior to this school year)

Status Code 1st yr of empl in any school system, in any state, in a position requiring a license

Personnel Record Completely Updated? Yes

Total Calculated FTE 1 (This field is calculated from the PRF Assignment Records below)

For HQ Status NEW

FTE Override 0

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs Hi Sch	20400	58022	1965	X	X	X	X				1965

PRF Assignments

Add Assignment

NOTICE: The full-time equivalency is 1.00.

NOTICE: Time option #8 which is 1,965 minutes was encoded to this personnel record.

"Personnel Record Form" menu

STEP #1: In the "Add District/School Information" menu when you delete a time option, the program will automatically update all personnel encoded to this attendance center using this time option with 0 minutes.

EXAMPLE OF TIME OPTION BEING DELETED (EX: If your attendance center changes from a 7 period day to a 6 period day)

DistYear 32002 **Pierre School District 32-2** 2005

DOE
Test

Attendance Center Information
~~Attendance Center: 01 - T T Riggs Hi Sch~~
Grade Span: 09 - 12

Average Weekly Minutes: 1965

School Term Type: 0

Highlight a specific time option

Time Option

3	
4	
5	1228
6	1474
7	1719
8	1965
9	0

#1 Highlight the time option you want to delete.

#2 Before you delete the time option, print the "Report: Time Options Used on Personnel Records" so you know which personnel records were encoded to this time option.

#3 Click on "Delete Time Option".

#4 Select "OK" to proceed in making this change!

#5 Be sure to click on "Save All".

Buttons: Add Time Option, Edit Time Option, Delete Time Option, Cancel, Save All

Print the "Report: Time Options Used on Personnel Records" so you know which personnel records were encoded to this time option.

#2a Click on the icon that looks like a printer.

#2b Make sure the print range says "All".

#2c Click on "Print".

The following personnel records are assigned to this time option

Time Options Used on Personnel Records
School Year 2003-2004

A change in time option requires you to make sure the full-time equivalency is calculating correctly for each personnel record assigned to that time option.

32002 Pierre School District 32-2

Attendance Center Name	Time Option	Name
00-System Wide	Manually Entered Min.	Champ, Dennis N
		Johnson, Mary E
		Pedersen, John E
		Bryant, Myron D
		Gill, Robert J
		Hoing, Patrick J
		Larsen, Kenneth P
		Peterson, Terry L
		Vogt, Elisabeth J
		Brandt, Kelly D
		Bryant, Myron D
		Dykstra, Jeff
		Gonsor, Jon A
		Gross, Geoffrey L P
		Hieb, Joel B
		Hoover, John C
		Johnson, Laurence Thomas
		Johnson, Roger A
		Joy, Larry D
		King, Carla J
		Korth, Harvey L
		McClemans, Patrick Kevin
		Mickelson, Edward J
		Neiler, Darlene A
		Palmer, Todd A
		Peterson, Sandra L

STEP #2: Deleting a time option requires you to update ALL personnel records for ALL staff encoded to this attendance center that used the time option.

AFTER: Example of how it changes the personnel records encoded to this attendance center that used time option #7.

DistYear: 32002 Pierre School District 32-2 2005

Personnel Record Form

Last Name: Nelson-Stastny First Name: Jantina Middle Name: J

No Longer Employed: Choose: Reporting Type: T - Teacher

Total Instruct. Salary: 20000 Total Teaching Experience (prior to this school year): 0

Status Code: 1st yr of empl in any school year

Personnel Record Completely Updated? Choose: Experience Level: New For HQ Status

Total Calculated FTE: 0 (This field is calculated from the PRF Assignment Records below) FTE Override: 0

Attendance Center: 01-T F Riggs Hi Sch Position: 20400 Assign: 58022 Min/Wk: 0 Q1: X Q2: X Q3: X Q4: X T1: T2: T3: Wk: 1000

PRF Assignments

Add Assignment Edit Assignment

NOTICE: An adjustment in the weekly class minutes changes the calculation of the full-time equivalency.

NOTICE: The weekly class minutes are changed to 0 when a time option is deleted.

#1 Highlight the row

#2 Choose the option of "Edit Assignment" to update the weekly class minutes for the current school year.

STEP #3: Enter manual minutes or select from one of the time options you set up in the "Add District/School Information" menu.

DistYear: 32002 Pierre School District 32-2 2005

PRF Assignment Information

Attendance Center: 01 - T F Riggs Hi Sch

Position Code: 20400 - High School Teacher

Assignment Code: 58022 - Algebra I

Quarter 1 Quarter 2 Quarter 3 Quarter 4

If the special education teacher is the teacher of record for any core academic subject and awards the grade, then check the box.

Total Weekly Minutes: 0

Time Option - Number of Weekly Minutes

Manually Enter Weekly Minutes

Manually Enter Weekly Minutes

1 - 246
2 - 491
3 - 737
4 - 983
5 - 1228
6 - 1474
7 - 1719
9 - 0

Cancel Save

#1 Enter manual minutes or select a time option.

#2 Click on "Save"

CHANGE IN AVERAGE WEEKLY MINUTES

BEFORE: Example of personnel record form before you modify the average weekly minutes (EX: If you decide to add time to your bell schedule or let out earlier every day, your average weekly minutes will increase or decrease from last year.)

DistYear 32002 Pierre School District 32-2 2005

Personnel Record Form SSN

Last Name Nelson-Stastny First Name Jantina Middle Name J

No Longer Employed Choose: Date of Birth 8/4/1970

Reporting Type T - Teacher Ethnicity WH Gender F

Total Instruct. Salary 20000 Total Teaching Experience 0 Total Admin. Experience 0

Status Code 1st yr of empl in any school system, in any school system

Personnel Record Completely Updated? Choose: For HQ Status

Total Calculated FTE 1 (This field is calculated from the PRF Assignment Records below) FTE Override 0

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs Hi Sch	20400	58022	737	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	58021	491	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	80011	491	X	X	X	X				1965
01-T F Riggs Hi Sch	20400	58050	246	X	X	X	X				1965

PRF Assignments

NOTICE: This personnel record form full-time equivalency is 1.00

NOTICE: The attendance center average weekly minutes was 1,965 minutes last year.

STEP #1: In the "Add District/School Information" menu, when you update the average weekly minutes, the program will automatically update all personnel encoded to this attendance center.

DistYear 32002 Pierre School District 32-2 2005

DOE

Attendance Center Information

Attendance Center: 01 - T F Riggs Hi Sch

Grade Span: 09 - 12

#1 Update the Average Weekly Minutes

Average Weekly Minutes: 2000 (Enter the average minutes per week of instructional time)

School Term Type: Q

Highlight a specific time option row

Time Option	Total Weekly Minutes
1	246
2	491
3	737
4	983
5	1228
6	1474
7	1719

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

TIP: A change in average weekly minutes may require you to edit the total weekly minutes assigned to each time option.

#2 Print the "Report: Total FTE By Attendance Center" so you know which personnel records were encoded to this attendance center.

Print Report: By Staff Person

Print Report: Total FTE By Attendance Center

Print Report: Time Options Used on Personnel Records

#3 Be sure to click on "Save All".

Print the "Report: Total FTE By Attendance Center" so you know which personnel records were encoded to this attendance center.

#2a Click on icon that looks like a printer.

#2b Make sure the print range says "All".

#2c Click on "Print".

The following personnel records are assigned to attendance center 01 T. F. Riggs High School.

Social security numbers have been covered up for print in the manual.

STEP #2: An adjustment in the average weekly minutes requires you to update ALL personnel records for ALL staff encoded to this attendance center.

AFTER: Example of how it changes the personnel records encoded to this attendance center.

NOTICE: An adjustment in the average weekly minutes changes the calculation of the full-time equivalency.

#1 Highlight one of the rows

#2 Choose the option of "Edit Assignment" to update the manual minutes or select a time option so your full-time equivalency is calculating correctly.

The average weekly minutes are automatically updated in the personnel record form

STEP #3: A change in average weekly minutes requires you to select the appropriate time option or enter manual minutes for each assignment encoded to this attendance center for ALL personnel records listed on the "Report: Total FTE By Attendance Center."

DistYear: 32002 Pierre School District 32-2 2005

DOE Test

Actions:

- Change District and Authority To Act
- District Bus Drivers
- Revoked Bus Driver License
- Cert/Cred
- CIP Program
- Correspondence
- District Information
- Authority to Act
- Add District/School Info
- Add Bus Driver Information
- Check Graduation Info
- Contracted SPED Personnel
- Long Term Substitute
- Qualifications-Assignments
- Personnel Record For Other School Personnel
- Paraprofessionals
- Teacher Vacancy

PRF Assignment Information

Attendance Center: 01 - T F Riggs Hi Sch

Position Code: 20400 - High School Teacher

Assignment Code: 58022 - Algebra I

Quarter 1 Quarter 2 Quarter 3 Quarter 4

If the special education teacher is the teacher of record for any core academic subject and awards the grade, then check the box. ☐

Total Weekly Minutes: 737

Time Option - Number of Weekly Minutes: 3 - 737

Manually Enter Weekly Minutes:

- 1 - 246
- 2 - 491
- 3 - 737
- 4 - 983
- 5 - 1228
- 6 - 1474
- 7 - 1719
- 9 - 0

Cancel Save

#1 Enter manual minutes or select a time option.

#2 Click on "Save"

STEP #4: Continue with these steps for the next person on the report until ALL records have been updated.